

# The Planned Development Process

## The Area Plan Commission of Tippecanoe County

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The PD process occurs in five stages, the first being optional and the remaining four being required:

1. Concept Plan Meeting(s) = this informal and optional path for the developer to introduce a project allows for early discussions with staff about a concept for a site. Developers are encouraged to get feedback on a concept as early as possible before investing too heavily in a concept that might lack staff support. Discussions are confidential and there no charge for these meetings. (No Submission Requirements)
2. Presubmission Meeting(s) = this stage is the formal introduction of the concept for a site and requires more details for staff to respond to in order for the project to be cleared for Draft Plan submittal. These meetings require the presence of APC staff and the Administrative Officer (or designee) of the applicable locality. Multiple meetings may be required if the staff needs additional information. Discussions are confidential and there is no charge for these meetings. A review of the required checklist items needed for the draft plan submittal is done at this stage. (Submission Requirements found in Section 2-28-4 of the Unified Zoning Ordinance)
3. Draft Plan Meeting(s) = once cleared to submit by staff, this stage opens the rezoning process with a formal rezone petition and required accompanying documentation and plans (all of which are available to the public if asked for). After the submission is declared complete by staff, staff will set up a private meeting between the staff, checkpoint agencies, the developer and the developer's consulting team. Staff comments on the submission will be sent to the developer prior to the meeting and will serve as the basis for project negotiations. Multiple meetings may be required to conclude negotiations. A \$1,000 submission fee, which covers up to two draft plan meetings, is required. If additional draft plan meetings are necessary an additional \$1,000 fee is required for another two draft plan meetings. (Submission Requirements found in Section 2-28-5 and 2-28-6 of the Unified Zoning Ordinance)
4. Preliminary Plan = with the conclusion of the draft plan stage and project negotiations the final version of the planned development is submitted for a formal hearing before both the Area Plan Commission and local legislative body. A \$200 submission fee is required for this stage of the process. (Submission Requirements found in Section 2-28-7 of the Unified Zoning Ordinance)
5. Final Detailed Plans = with the rezone hearing complete, this stage completes the planned development process through the submission, approval and recordation of the project's Final Detailed Plans, which consist of construction plans and, in most situations, a final plat. A \$600 base fee (plus additional fees depending on whether the project is residential, non-residential or mixed-use) is required for this stage of the process. Once the Final Detailed Plans are approved and recorded and surety submitted to APC, the project will be cleared to apply for Improvement Location Permits with the appropriate locality and begin construction. (Submission Requirements found in Section 2-28-9 and 2-28-10 of the Unified Zoning Ordinance)